DCDS Reports

Security Reports - A HR-104 - Active Security Profiles (Active IDs)

Purpose: The Active Security Profiles report (listed on the dropdown as Active IDs) displays information on active

users. Data may be requested for users whose time is reported in the selected department/agency and Timekeeping Unit (TKU) and who have security within the selected criteria. Data may also be requested for users who do not report time to the selected department/agency and TKU but have security to the selected

criteria. The minimum required data to be entered is department, agency and TKU.

Frequency: As requested.

Distribution: The report is only available to Central Control Agency staff and Agency Security Administrators

Sequence: Department, Agency

Media: Displayed on-line or the report may be printed.

Retention: Per Department Policy. Information is available on-line for one fiscal year.

Information: A. The Active Security Profiles report is accessed through the Reports, Security, \underline{A} - Active IDs items

on the menu.

B. The following detail is displayed:

Full Name

Social Security Number (SSN)

User ID

Start Date

State of Michigan

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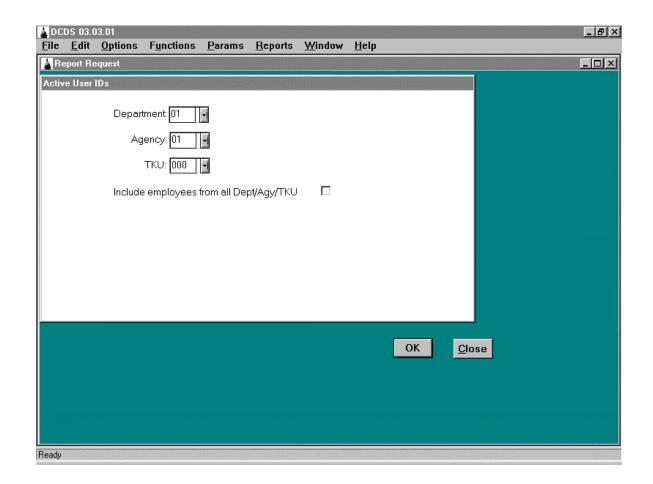
Information:
(Continued)

- End Date
- Role
- Function
- Access
- Scope (Department, Agency, TKU)
- C. Totals are provided by TKU, Agency and Department.
- D. To print a copy of the report, select <u>File</u> and click on the <u>Print</u> menu items. The Print window will display, click the OK button. The report will print at the designated printer for that PC.

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Report Request Screen

To display the Report Request screen for the Active Security Profiles report, select the Reports menu item from the Menu bar and click on the Security menu item. From the cascading menu, click on \underline{A} - Active IDs menu item.

The Report Request screen allows users to enter the appropriate criteria to request the Active Security Profiles Report.

The employee's department and agency number is the default. To request all timekeeping units, select AL from the TKU dropdown. To request all users who have security to the selected criteria, click on the box for "Include employees from all Dept/Agy/TKU." This will include users who may or may not report time within the selected criteria. Click the OK button.

The Report Pre-View screen displays the Active Security Profiles Report on-line. The printed report is displayed on the next page in which all fields can be viewed.

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HR-104 - Active Security Profiles

HR – 104 MAIN HUMAN RESOURCE SYSTEM RUN DATE: 10/27/1999 14:03:5
ACTIVE SECURITY PROFILES PAGE 1 OF 1

DEPARTMENT: 59 DEPARTMENT OF TRANSPORTATION

AGENCY: 01 CENTRAL OFFICE

TKU: 000 TRANSPORTATION CENTRAL

SCOPE FUNCTION ACCESS DEPT AGY TKU **FULL NAME** USER ID START DATE END DATE ROLE AVENGER, CAPTAIN 222-12-3333 MASCARENHAS 12/31/2222 SUPERUSER 07/16/1996 ADJR001 N ALAL AL AL AL AL ADJR002 ADJR003 AL AL ADJR004 AL AL AL N APRF001 AL AL APRF002 AL AL AL APRF003 AL AL AL

TKU: 000 NUMBER OF ACTIVE SECURITY PROFILES 1
AGENCY: 01 NUMBER OF ACTIVE SECURITY PROFILES 1
DEPARTMENT: 59 NUMBER OF ACTIVE SECURITY PROFILES 1

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